

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**



AIR FORCE INSTRUCTION 36-2833

31 OCTOBER 2012

Incorporating Change 1, 9 MAY 2014

**AIR EDUCATION AND TRAINING
COMMAND
Supplement**

17 JUNE 2014

Personnel

SAFETY AWARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at <http://www.e-publishing.af.mil/>.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AFSEC/SEA

Certified by: AF/SED
(Mr. James T. Rubeor)

Pages: 45

(AETC)

OPR: HQ AETC/SEO

Certified by: HQ AETC/SEO
(SMSgt Jeff Oyer)

Pages: 18

Supersedes: AFI 36-2833_AETCSUP, 2
March 2010

This instruction implements AFPD 36-28, *Awards and Decorations* Programs. It describes the Air Force Safety Program Awards and the purpose, eligibility requirements, selection criteria, and nomination processes for each. It applies to all Air Force organizations and personnel, including the Air Force Reserve Command (AFRC) and Air National Guard (ANG) units. This publication may be supplemented at any level; however, all supplements that directly implement this instruction must be routed to AFSEC/SEA for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. No waivers may be granted for any part of this publication. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The

authorities to collect and or maintain the records prescribed in this publication are Title 37 United States Code, Section 301a and Executive Order 9397, as amended by Executive Order 13478 NUMBERING SYSTEM FOR FEDERAL ACCOUNTS RELATING TO INDIVIDUAL PERSONS, November 22, 1943. FORMs affected by the PA have an appropriate PA statement. System of records notice F036 AF PC V Awards and Decorations applies. Records Management. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Disposition Schedule (RDS) maintained in the Air Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

(AETC) AFI36-2833, is supplemented as follows. It describes the AETC Safety Program Awards and the purpose, eligibility requirements, selection criteria, and nomination processes for each. It applies to all active duty AETC activities, Air Force Reserve Command units, and to Air National Guard units gained by AETC. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using Air Force Form 847, *Recommendation for Change of Publication*. Send to HQ AETC/SEO, 244 F Street, Suite 1, JBSA-Randolph TX 78150-4328. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are Title 37 United States Code, Section 301a, and Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*, November 22, 1943. Forms affected by the PA have an appropriate PA statement. System of records notice F036 AF PC V Awards and Decorations (62 FR 31793) applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This interim change revises AFI 36-2833 by adding the System of Cooperation Among the Air Forces of the Americas (SICOFAA) Flight Safety Award.

(AETC) This document has been substantially revised and must be reviewed in its entirety. Major changes include discontinuing the following awards: AETC Chief of Safety Medical Achievement Trophy, AETC Operational Risk Management (ORM) Achievement Trophy, AETC Distinguished Motorcycle Safety Trophy, AETC Traffic Safety Outstanding Achievement Trophy, AETC Director of Safety Leadership Award, AETC Rider Coach of the Year Award, AETC Safety Medical Achievement Award, and AETC Weapons Unit Safety Representative of the Year Award. Award nominations will be limited to a maximum of 20 lines. All awards that require a citation must be submitted in a final format version, see example in Attachment 3.

Section A—General Information	7
1. Commanders' and Directors' Program.	7
2. Administrative Procedures.	7
2.7. ((Added)-AETC) AETC Annual Safety Award Recipients:	9
Section B—Secretary of the Air Force Safety Award	9
3. Purpose.	9
4. Eligibility.	9
5. Selection Criteria.	9
Table 1. Safety Awards.	10
Table 2. AETC Safety Awards	11
6. Nomination Procedures.	13
Section C—Major General Benjamin D.	13
7. Purpose.	13
8. Eligibility.	13
9. Selection Criteria.	13
10. Nomination Procedures.	13
Section D—Koren Kolligian, Jr, Trophy	13
11. Purpose.	13
12. Eligibility.	13
13. Selection Criteria.	13
14. Nomination Procedures.	14
15. Presentation.	14
Section E—Colonel Will L. Tubbs Memorial Award for Ground Safety	15
16. Purpose.	15
17. Eligibility.	15
18. Selection Criteria.	15
19. Nomination Procedures.	15
Section F—Air Force Chief of Safety Special Achievement Award	15
20. Purpose.	15
21. Eligibility.	15
22. Selection Criteria.	15
23. Nomination Procedures.	16

Section G—Safety Career Professional of the Year Award	16
24. Purpose.	16
25. Eligibility.	16
26. Selection Criteria.	16
27. Nomination Procedures.	16
Section H—Air Force Nuclear Surety Outstanding Achievement Award	16
28. Purpose.	16
29. Eligibility.	16
30. Selection Criteria.	16
31. Nomination Procedures.	17
Section I—Air Force Chief of Safety Outstanding Achievement Award for Weapons Safety	17
32. Purpose.	17
33. Eligibility.	17
34. Selection Criteria.	17
35. Nomination Procedures.	18
Section J—Air Force Chief of Safety Outstanding Achievement Award for Ground Safety	18
36. Purpose.	18
37. Eligibility.	18
38. Selection Criteria.	19
39. Nomination Procedures.	19
Section K—Air Force Chief of Safety Aircrew of Distinction Award	19
40. Purpose.	19
41. Eligibility.	19
42. Selection Criteria.	19
43. Nomination Procedures.	20
Section L—Air Force Chief of Safety Aviation Maintenance Safety Award	20
44. Purpose.	20
45. Eligibility.	20
46. Selection Criteria.	20
47. Nomination Procedures.	21
Section M—Air Force Chief of Safety Cyber Safety Award	21
48. Purpose.	21

49.	Eligibility.	21
50.	Selection Criteria.	21
51.	Nomination Procedures.	21
Section N—Air Force Chief of Safety Space Safety Award		21
52.	Purpose.	21
53.	Eligibility.	21
54.	Selection Criteria.	22
55.	Nomination Procedures.	22
Section O—Aero Club Safety Certificates		22
56.	Purpose.	22
57.	Eligibility.	22
58.	Nomination Procedures.	22
Section P—Aviation Safety Well Done Award		23
59.	Purpose.	23
60.	Eligibility.	23
61.	Selection Criteria.	23
62.	Nomination Procedures.	23
Section Q—Ground/Weapons Safety Well Done Award		24
63.	Purpose.	24
64.	Eligibility.	24
65.	Selection Criteria.	24
66.	Nomination Procedures.	24
Section R—Air Force Safety Hall of Fame Award		25
67.	Purpose.	25
68.	Eligibility.	25
69.	Selection Criteria.	25
70.	Nomination Procedures and Presentation.	25
Section S—On-the-Spot Recognition and Appreciation Awards		26
71.	Purpose.	26
72.	Eligibility.	26
73.	Recognition.	26
74.	Organizational Coins.	26

Section T—National Safety Council (NSC) Awards	26
75. Purpose.	27
76. Please contact the NSC at customerservice@nsc.	27
77. The SICOFAA Flight Safety Award promotes safety in the Western Hemisphere Air Forces by recognizing worldwide flight safety accomplishments of its military organizations.	27
Section U—(Added-AETC) Annual Unit Safety Awards	27
77. (Added-AETC) To Promote Safety (TOPS) Trophy:	27
78. (Added-AETC) Lahm Trophy:	27
79. (Added-AETC) AETC Ground Safety Excellence Award:	28
80. (Added-AETC) AETC Weapons Safety Excellence Award:	28
81. (Added-AETC) AETC Director of Safety Aircrew of Distinction Award:	29
Section V—(Added) Annual Individual Safety Awards	30
82. (Added-AETC) AETC Director of Safety Outstanding Airmanship Award:	30
83. (Added-AETC) AETC Flight Safety Officer of the Year:	31
84. (Added-AETC) AETC Flight Safety Noncommissioned Officer (NCO) of the Year Award:	31
85. (Added-AETC) AETC Aviation Maintenance Safety Award:	32
86. (Added-AETC) AETC Weapons Safety Manager of the Year Award:	32
87. (Added-AETC) AETC Ground Safety Manager of the Year Award:	33
88. (Added-AETC) AETC Ground Safety Technician of the Year Award:	34
89. (Added-AETC) AETC Ground Unit Safety Representative of the Year Award: ..	34
Section W—(Added) Event-Driven Safety Awards	35
90. (Added-AETC) AETC Aviation Safety Well Done Award:	35
91. (Added-AETC) AETC Ground Safety Well Done Award:	36
92. (Added-AETC) AETC Weapons Safety Well Done Award:	37
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	39
Attachment 2—CITATION FORMAT FOR SAFETY AWARDS	41
Attachment 3—CITATION FORMAT FOR SAFETY AWARDS	42
Attachment 4—AWARDS BOARD FLOW PROCESS	43

Section A—General Information

1. Commanders' and Directors' Program.

1.1. The Air Force Safety Awards Program recognizes outstanding safety acts and achievements, see **Table 1** for awards covered by this instruction.

1.2. The Air Force encourages commanders at all levels of command, especially at installation level, to develop and establish recognition programs that complement the Safety Awards Program.

1.2.1. **(Added-AETC)** Awards are considered on a fiscal year (FY) basis except for the following, which may be submitted and/or awarded throughout the year: Aviation Safety Well Done Award, Ground Safety Well Done Award, and the Weapons Safety Well Done Award. **Table 2** provides basic information for all AETC awards covered in this supplement.

2. Administrative Procedures.

2.1. MAJCOMs, DRUs, and FOAs will follow the instructions of this AFI.

2.1.1. **(Added-AETC)** Numbered Air Forces (NAF) and wings will also follow the guidance of this supplement.

2.2. Commanders and Directors:

2.2.1. Publicize the awards program and review achievements often to make sure deserving persons and organizations receive consideration.

2.2.1.1. **(Added-AETC)** Units may supplement this publication to recognize contributions to flight, ground, and weapons safety.

2.2.2. May nominate one individual or unit for single award categories. May nominate an individual or unit for more than one award; may nominate an individual or unit for more than one award for the same act.

2.2.2.1. **(Added-AETC)** Review award nominations for compliance with instruction guidance, make changes as necessary, and forward to HQ AETC/SEO. All safety annual fiscal year (FY) packages must reach HQ AETC/SEO no later than 15 October. Nominations received after this date will not be considered.

2.2.3. Send nominations for safety awards to the Air Force Safety Center (AFSEC/SEA) through command channels by 15 November after the fiscal year award period, unless otherwise specified.

2.2.3.1. Each nomination will be submitted using the most current version of the AF Form 1206, *Nomination for Award*. Only include achievements and contributions for the period 1 October through 30 September for the fiscal year under consideration.

2.2.3.1.1. **(Added-AETC)** AF Form 1206, *Nomination for Award*, is limited to 20 lines on a single-spaced page in bullet format.

2.2.3.1.2. **(Added-AETC)** Include an unclassified citation for each nomination. Prepare citations on 8-1/2 x 11 inch paper size (orientation-landscape) with 1.5 inch left and right margins and one inch top and bottom margins. Nomination

citations are limited to 10-13 lines describing the main accomplishments of the individual or unit nominee. Use Microsoft Word® Times New Roman, 12-font size.

2.2.3.1.3. **(Added-AETC)** Submit nomination packages electronically to HQ AETC/SEO via E-Mail (aetc.seo.wrkw@us.af.mil).

2.2.3.2. Nominations are limited to a maximum of 20 lines using the Air Force Form 1206. Use bullet statements only, with the exception of the Koren Kolligian Trophy, Air Force Chief of Safety Aircrew of Distinction Award Aviation Safety Well Done Award and Ground/Weapons Safety Well Done Award which may be submitted in narrative format. List uncommon acronyms at the bottom of AF Form 1206. Submit nomination packages electronically to the Air Force Safety Awards Program Manager.

2.2.3.3. Include a final citation, between 10 to 13 lines (word doc., orientation-landscape, Microsoft Word® Times New Roman, 12-font size) as specified in the nomination procedures for each award, see examples in Attachment 2 and Attachment 3. Do not submit a citation for the following: Secretary of the Air Force Safety Award, Maj Gen Foulois Memorial Award, and the Colonel Will L. Tubbs Memorial Award for Ground Safety.

2.3. AFSEC:

2.3.1. Provides funds to purchase appropriate awards for nominations approved by the Secretary of the Air Force, Chief of Staff and Air Force Chief of Safety.

2.3.2. Assembles the Annual Safety Awards Board which includes representatives from AF/A3O, Current Operations; AF/A4L, Directorate of Logistics; and AFIA, Air Force Inspection Agency. In addition, AFSEC provides members from SES, Space Safety Division; SEG, Ground Safety Division; SEF, Flight Safety Division, SEW, Weapons Safety Division; and Career Field Manager in an advisory role. The Board must include two rated officers. See Attachment 3 for annual Safety Awards Board process.

2.3.3. Provide award and recipient information sufficient to publicize safety award to AFSEC/ PA, Public Affairs, office.

2.3.4. Prepares letter authorizing a military individual award recipient to wear the Air Force Recognition Ribbon and a civilian recipient to wear the lapel pin.

2.3.5. **(Added-AETC) HQ AETC/SEO:**

2.3.5.1. **(Added-AETC)** Based on the most current funding guidance, determines if funding is available for safety awards and if so, obtains funds for safety awards.

2.3.5.2. **(Added-AETC)** Supports HQ AETC/SEF, HQ AETC/SEG, and HQ AETC/SEW participation on the annual Safety Awards Board.

2.4. SAF/MR, Assistant Secretary of the Air Force for Manpower and Reserve Affairs, serves as an agent of the Secretary and provides guidance, direction, and oversight for all matters pertaining to the formulation, review and execution of plans, policies, programs, and budgets addressing Awards and Decorations.

2.4.1. **(Added-AETC) AETC Safety Awards Board.** The awards board will convene to review nominations. Final approval is the AETC Director of Safety or designated representative. The board is chaired by the AETC Director of Safety or designated representative and consists of voting members from AETC flight, ground, and weapons safety divisions.

2.5. AF/A1, Deputy Chief of Staff of the Air Force, Manpower, Personnel and Services, develops, coordinates, and executes personnel policy and essential procedural guidance for the management of the Awards and Decorations Program.

2.6. Recipients:

2.6.1. Persons honored for individual actions may wear the Air Force Recognition Ribbon for the following awards:

2.6.1.1. Koren Kolligian, Jr., Trophy.

2.6.1.2. Chief of Safety Special Achievement Award.

2.6.1.3. Air Force Nuclear Surety Outstanding Achievement Award.

2.6.1.4. Safety Career Professional of the Year Award.

2.6.1.5. Air Force Chief of Safety Outstanding Achievement Award for Weapons Safety.

2.6.1.6. Air Force Chief of Safety Aircrew of Distinction Award.

2.6.1.7. Aviation Well Done Award.

2.6.1.8. Ground/Weapons Safety Well Done Award.

2.6.1.9. Air Force Chief of Safety Aviation Maintenance Safety Award

2.6.1.10. Air Force Chief of Safety Cyber Safety Award.

2.6.1.11. Air Force Chief of Safety Space Safety Award.

2.6.2. Persons belonging to a group, or individuals being recognized as a group, are not eligible for the ribbon.

2.6.3. Awarded civilians wear the lapel pin instead of the ribbon.

2.7. ((Added)-AETC) AETC Annual Safety Award Recipients:

2.7.1. **(Added)** Upon receiving an AETC annual award, the MAJCOM-level award winners will compete to be the AETC nominee for the equivalent Air Force- level award.

Section B—Secretary of the Air Force Safety Award

3. Purpose. The MAJCOM, DRU or FOA with the most effective overall safety program receives this, the highest safety award of the Air Force. An appropriate award is given each fiscal year.

4. Eligibility. MAJCOMs, DRUs, and FOAs.

5. Selection Criteria. The Awards Board considers:

5.1. Combined effectiveness of safety programs.

5.2. Efforts to further Risk Management (RM) implementation and integration.

Table 1. Safety Awards.

AWARD NAME	RECIPIENT	APPROVAL AUTHORITY	AWARD TYPE	AWARD CEREMONY RESPONSIBILITIES
Secretary of the Air Force Safety Award (Annual)	MAJCOM, DRU, and FOA	Secretary of the Air Force	Appropriate Award	Air Force
Maj Gen Foulois Memorial Award (Annual)	MAJCOM	Air Force Chief of Staff		Order of the Daedalians
Koren Kolligian, Jr., Trophy (Annual)	Aircrew Member		Trophy	Air Force
Col Will L. Tubbs Memorial Award For Ground Safety (Annual)	MAJCOM, DRU, and FOA		Appropriate Award	
Air Force Chief of Safety Special Achievement Award (Annual)	Air Force Organization Below MAJCOM or Individual	Air Force Chief of Safety	Appropriate Award	MAJCOM, DRU, and FOA
Safety Career Professional of the Year Award (Annual)	Civilian or Enlisted Safety Career Field Individual			
Air Force Nuclear Surety Outstanding Achievement Award (Annual)	Individual or Team			
Air Force Chief of Safety Outstanding Achievement Award for Weapons Safety (Annual)				
Air Force Chief of Safety Outstanding Achievement Award for Ground Safety, Category I-V	Air Force Organization			
Air Force Chief of Safety Aircrew of Distinction Award (Annual)	Individual			
Air Force Chief of Safety Aviation Maintenance Safety Award (Annual)	Individual			
Air Force Chief of Safety Cyber Safety Award (Annual)				
Air Force Chief of Safety Space Safety Award (Annual)	Individual or Team			
Aero Club Safety Certificates (Annual)	Air Force Aero Club	Air Force Chief of Safety	Certificate	
Aviation Well Done Award (Event)	Individual	Air Force Chief of Safety	Appropriate Award	
Ground/Weapons Safety Well Done Award (Event)				
Hall of Fame Award (Event)				

Table 2 AETC Safety Awards

I T E M	A	B	C
	Award Category	Award Period (note 1)	Level of Competition
Unit Awards			
1	To Promote Safety (TOPS) Trophy	Annual	AETC and USAF (note 2)
2	Lahm Trophy	Annual	AETC
3	AETC Ground Safety Excellence Award	Annual	AETC and USAF (note 3)
4	AETC Weapons Safety Excellence Award	Annual	AETC and USAF (note 4)
5	AETC Director of Safety Aircrew of Distinction Award	Annual	AETC and USAF (note 5)
Individual Awards			
6	AETC Director of Safety Outstanding Airmanship Award	Annual	AETC and USAF (note 6)
7	AETC Flight Safety Officer of the Year Award	Annual	AETC and USAF (note 2)
8	AETC Flight Safety NCO of the Year Award	Annual	AETC and USAF (note 2)
9	AETC Aviation Maintenance Safety Award	Annual	AETC and USAF (note 8)
10	AETC Weapons Safety Manager of the Year Award	Annual	AETC and USAF (note 2 and 4)
11	AETC Ground Safety Manager of the Year Award	Annual	AETC and USAF (note 2 and 7)
12	AETC Ground Safety Technician of the Year Award	Annual	AETC and USAF (note 2 and 7)
13	AETC Ground Unit Safety Representative of the Year Award	Annual	AETC and USAF (note 2)

Event Driven Awards			
14	AETC Aviation Safety Well Done Award	Event Driven	AETC and USAF (note 9 and 10)
15	AETC Ground Safety Well Done Award	Event Driven	AETC and USAF (note 9 and 10)
16	AETC Weapons Safety Well Done Award	Event Driven	AETC and USAF (note 9 and 10)

Notes:

1. Annual awards run concurrent with the fiscal year (i.e., 1 October thru 30 September).
2. Winner will compete to be the AETC nominee for the Air Force Chief of Safety Special Achievement Award.
3. Winner will be the AETC nominee for the Air Force Chief of Staff Safety Outstanding Achievement Award for Ground Safety and will be considered for a National Safety Council Award nomination.
4. Winner will compete to be the AETC nominee for the Air Force Chief of Safety Outstanding Achievement Award for Weapons Safety.
5. Winner will be the AETC nominee for the Air Force Chief of Safety Aircrew of Distinction.
6. Winner will be the AETC nominee for the Koren Kolligian, Jr., Trophy.
7. Winner will compete to be the AETC nominee for the Safety Career Professional of the Year.
8. Winner will be the AETC Nominee for the Air Force Chief of Safety Aviation Maintenance Safety Award.
9. Package is due to AETC/SE within 120 days of event.
10. If eligible, winner will be nominated for the respective USAF (Aviation/Ground/Weapons) Well Done Award.

5.3. Safety program management, direction, administration, and innovation.

5.4. Mission and operational tasks the command's organizations perform during the award period. Include unusual hazards, environmental and occupational working conditions, and special exercises or deployments.

- 5.5. Command safety inspections and staff visits.
- 5.6. Quality of mishap investigations, reports, and analyses.
- 5.7. Noteworthy achievements in mishap prevention in all applicable functional areas.
- 5.8. Mishap record and improvements made in mishap prevention.

6. Nomination Procedures. MAJCOMs, DRUs, and FOAs may submit one nomination for the appropriate category. Include a concise description of specific achievements and how they were accomplished and contributed to mishap prevention.

Section C—Major General Benjamin D.

7. Purpose. This award recognizes the MAJCOM, DRU, or FOA with the most effective flight safety program.

8. Eligibility. MAJCOMs, DRUs, and FOAs that execute a flying hour program.

9. Selection Criteria. The Awards Board considers:

- 9.1. Data on flight mishaps, related causes, and safety deficiencies found during inspections and investigations.
- 9.2. Mishap potential among different aircraft types and their missions.
- 9.3. RM implementation and successes.
- 9.4. Command support of flight safety program through non-regulated activities.
- 9.5. Safety program management.
- 9.6. Unusual hazards, environmental and occupational working conditions, and special exercises or deployments.
- 9.7. Mishaps over which MAJCOMs, DRUs, and FOAs had or shared control. Mishap record and improvements made in mishap prevention.

10. Nomination Procedures. The MAJCOM, DRU, and FOA may submit one nomination. Include a concise description of specific achievements and how they were accomplished and contributed to aviation safety.

Section D—Koren Kolligian, Jr, Trophy

11. Purpose. This award recognizes outstanding airmanship by an aircrew member. The crewmember must show extraordinary skill, alertness, ingenuity, or proficiency in averting or minimizing the seriousness of a flight mishap.

12. Eligibility. Aircrew personnel of the Air Force.

13. Selection Criteria. The Awards Board selects the aircrew member who most successfully coped with an in-flight emergency.

- 13.1. The emergency must have occurred in the fiscal year award period.
- 13.2. The emergency must have resulted from any of these situations:

13.2.1. Mechanical difficulty while in flight or in an aircraft or with related equipment on the ground.

13.2.2. Personnel actions.

13.2.3. Environmental factors beyond the nominee's control.

13.3. Members who prevented a potential mishap that was caused by their own misdeeds, lack of judgment or foolhardy or excessive risk-taking are ineligible.

14. Nomination Procedures.

14.1. Each MAJCOM, DRU, and FOA may nominate only a single individual (i.e., no crew submissions) even if more than one member handled an emergency. An individual who has been involved in a mishap should not be submitted, unless the Air Force Chief of Safety has approved the MOFE and the individual was not identified as a causal factor. When a MOFE is not conducted, acceptance of the final message meets the criteria.

14.2. MAJCOMs, DRUs, and FOAs may nominate the same person for this award and the Aviation Well Done Award. However, MAJCOMs, DRUs, and FOAs must send a separate nomination for the Koren Kolligian, Jr., Trophy. Include:

14.2.1. The nominee's name, rank, duty assignment, organization, date of the event, and type of aircraft.

14.2.2. A description detailed enough to allow the Awards Board to evaluate accurately the incident's seriousness and how much corrective action was taken by the nominee.

14.2.3. A final citation IAW paragraph 2.2.3.3, see examples in Attachment 2 and Attachment 3.

15. Presentation.

15.1. The recipient receives the Koren Kolligian, Jr., Trophy at a ceremony presided over by the Air Force Chief of Staff. This ceremony, which includes a formal reception, takes place at the Pentagon annually between 1 March and 30 September during the fiscal year following the event being recognized. The Air Force Chief of Safety funds the recipient's travel and per diem to the presentation ceremony. Members of the Air Reserve Component selected as recipients are placed on active duty status for the day of the ceremony itself (one man-day is reimbursed by AF/SE to the member's owning unit).

15.2. The recipient's spouse, or a family member, may accompany the recipient and may travel at government expense contingent upon approval of the recipient's MAJCOM, DRU, or FOA CC. The recipient's MAJCOM, DRU, or FOA SE obtains MAJCOM, DRU, or FOA CC approval of spouse or family member travel and issuance of invitational travel orders. Per Diem is not authorized for anyone other than the recipient to travel to the presentation ceremony. See AFI 36-2805, *Special Trophies and Awards*, paragraph 1.6 for additional information.

15.3. The trophy presented each year is provided by the family of Lt Koren Kolligian, Jr., members of which have sponsored this award and been present at each year's presentation since the inception of the award in 1958. A permanent display trophy is maintained at the Pentagon in honor of all recipients. The Koren Kolligian, Jr., Trophy holds an honored place in Air Force history and is an integral part of the Air Force Mishap Prevention Program.

Accordingly, in the interest of the Air Force, an exception to policy (AFI 24-101, *Passenger Movement*, paragraph 1.2.2.) has been granted by the Chief of Staff for a maximum of seven representatives of the Kolligian family to travel at government expense aboard military or commercial aircraft to attend the presentation ceremony.

Section E—Colonel Will L. Tubbs Memorial Award for Ground Safety

16. Purpose. This award recognizes the most effective MAJCOM, DRU, or FOA ground safety program.

17. Eligibility. MAJCOMs, DRUs, and FOAs.

18. Selection Criteria. The Awards Board considers:

18.1. Reduction of military and civilian injuries and fatalities is the primary selection criteria.

18.2. Effective safety program management and innovations. Include unusual hazards, environmental and occupational working conditions, and special exercises or deployments.

18.3. Evaluation results.

18.4. Specific mishap prevention activities accomplished during the award year.

18.5. Implementation and status of RM concepts, applications and successes.

18.6. Ground mishap prevention accomplishments spanning two or more years merit extra consideration.

19. Nomination Procedures. MAJCOMs, DRUs, and FOAs may submit one nomination for the appropriate category. Include a concise description of specific achievements and how they were accomplished and contributed to safety.

Section F—Air Force Chief of Safety Special Achievement Award

20. Purpose. This award recognizes an individual or organization for outstanding safety contributions or achievements.

21. Eligibility.

21.1. MAJCOMs, DRUs, and FOAs and below organizations.

21.2. Officers (Colonels and below).

21.3. Enlisted personnel.

21.4. DAFC.

22. Selection Criteria. The Awards Board considers special accomplishments in all areas of mishap prevention. Some examples of actions worthy of consideration are:

22.1. Safety investigation board member whose findings contribute to preventing future mishaps.

22.2. Unit or person who helped develop programs or concepts that significantly improve Air Force safety programs.

22.3. Research or design innovation or system safety management that contributes to the safety of developing weapons systems.

23. Nomination Procedures. MAJCOMs, DRUs, and FOAs may nominate one person or one unit. Include:

23.1. A concise description of specific achievements.

23.2. Name, rank, and organization.

23.3. A final citation IAW paragraph 2.2.3.3, see examples in Attachment 2 and Attachment 3.

Section G—Safety Career Professional of the Year Award

24. Purpose. This award recognizes an individual in the safety career field for outstanding contributions to the Air Force safety program.

25. Eligibility. Civilian (GS-0017/0018/0803 occupational series) and enlisted (AFSC 1S0XX) safety career fields.

26. Selection Criteria. The Awards Board considers:

26.1. Duty performance level above the nominee's grade or rank.

26.2. Innovations the nominee developed that reduced mishaps, increased program effectiveness, or enhanced the career field.

26.3. Incorporation of RM principles and techniques.

26.4. Other awards or recognition from the safety field not outlined in this instruction.

26.5. Participation in safety activities of agencies outside the Air Force.

26.6. Actions to involve local agencies in Air Force safety programs.

26.7. Contributions to safety publications.

27. Nomination Procedures. MAJCOMs, DRUs, and FOAs may submit one nomination. Include:

27.1. A concise description of specific contributions.

27.2. Name, rank, job title, and organization.

27.3. A final citation IAW paragraph 2.2.3.3., see Attachment 2 and Attachment 3.

Section H—Air Force Nuclear Surety Outstanding Achievement Award

28. Purpose. This award recognizes an individual or team below MAJCOM, FOA, and DRU level which has significantly contributed to nuclear surety.

29. Eligibility. Air Force military and civilian personnel.

30. Selection Criteria. The Awards Board selects an individual or team whose outstanding achievements or contributions enhance nuclear surety and reduce the likelihood of nuclear weapon or nuclear power system mishaps.

30.1. Weapon Systems. Accomplishments that affect:

- 30.1.1. Maintenance, handling, or loading quality.
- 30.1.2. Nuclear logistical movements.
- 30.1.3. Personnel Reliability Program.
- 30.1.4. Weapons security.
- 30.1.5. Technical orders.
- 30.1.6. Nuclear surety inspection.
- 30.1.7. Education and training.
- 30.1.8. Operational employment.
- 30.1.9. Mishap investigation, reports, and analysis.

30.2. Power Systems. Accomplishments that affect:

- 30.2.1. Operation and maintenance quality.
- 30.2.2. Security.
- 30.2.3. Education and training.
- 30.2.4. Nuclear reactor audits.
- 30.2.5. Incident investigation, reports, and analysis.

30.3. Incorporation of RM principles and techniques described in paragraphs 30.1. and 30.2.

31. Nomination Procedures. The MAJCOM and FOA may submit one nomination. Include:

- 31.1. Name, rank, job title, organization, and a summary of assigned duties.
- 31.2. A concise description of how the nominee accomplished specific achievements that improved nuclear surety.
- 31.3. A final citation IAW paragraph 2.2.3.3., see examples in Attachment 2 and Attachment 3.

Section I—Air Force Chief of Safety Outstanding Achievement Award for Weapons Safety

32. Purpose. This award recognizes an individual or team below MAJCOM, DRU, and FOA level which has significantly contributed to weapons safety, including an individual assigned to a missile unit.

33. Eligibility. Air Force military and civilian personnel at all levels.

34. Selection Criteria. The Awards Board considers achievements or contributions that enhance explosives safety by reducing the likelihood of explosives mishaps. Accomplishments that affect:

- 34.1. Maintenance or handling.
- 34.2. Explosives site planning.
- 34.3. Reduction in explosives exemptions, waivers, and deviations.

- 34.4. Technical orders, local directives, etc.
- 34.5. Education and training.
- 34.6. Mishap investigation, reports, and analysis.
- 34.7. Mishap prevention or mitigation.
- 34.8. Incorporation of RM principles and techniques.

35. Nomination Procedures. MAJCOMs, DRUs, and FOAs may submit one nomination. Include:

- 35.1. Name, rank, job title, and organization.
- 35.2. A concise description of how the nominee accomplished specific achievements that improved explosives safety.
- 35.3. A final citation IAW paragraph 2.2.3.3., see examples in Attachment 2 and Attachment 3.

Section J—Air Force Chief of Safety Outstanding Achievement Award for Ground Safety

36. Purpose. This award recognizes the most effective installation-level, FOA, and DRU ground safety programs.

37. Eligibility. Organizations: (1) Headquarters Air Force-level FOAs and DRUs that have an outstanding ground safety program and did not experience a Class A or B on-duty mishap. (2) Organizations at installation-level that have an outstanding ground safety program, which is staffed by qualified AFSC 1S0X1, GS-018/803 personnel, and did not experience a Class A or B on-duty mishap. Any Air Force installation-level organization may compete in one of five categories listed in paragraphs 40.1 through 40.5. Organizations that experienced an on-duty Class A or B mishap that was the result of factors outside the organization's control are not disqualified from nomination. However, the nomination package must include an explanation statement depicting why the organization should be considered.

37.1. Category I: Large Operations/Industrial Organization. An organization (wing or wing equivalent or higher), that has a primary mission of producing, maintaining, or rehabilitating military systems and equipment, or has the complete operational control of the installation. This includes test centers and research and development organizations. This organization is the installation host unit.

37.2. Category II: Large/Composite Wing Organization. An organization that has three or more squadrons and 4,000 or more people assigned. This organization is the installation host unit.

37.3. Category III: Small Wing Organization. An organization that does not meet the Category I or II wing criteria. This organization must be the installation host unit.

37.4. Category IV: Associate/Tenant Organization, FOA or DRU. A squadron or higher organization, including headquarters Air Force-level FOAs and DRUs, at a location separate from the parent organization, and with a ground safety program independent of the host installation ground safety program.

37.4.1. USAFA, AFOTEC, and AFDW are not eligible for this award. They compete for the Colonel Will L. Tubbs Memorial Award for Ground Safety.

37.5. Category V: Geographically Separated Unit (GSU) Organization. An organizational element, from a detachment up to a group, geographically separated from its parent organization, which has a ground safety program independent of the host unit ground safety program.

37.5.1. GSU wings are considered in categories I-IV. Detachments, squadrons and groups co-located with their parent wing are part of the wing nomination.

38. Selection Criteria. The Award Board considers:

38.1. Organization ground safety performance records and achievements.

38.2. Complexity and types of mission tasks, including unusual hazards, environmental and occupational working conditions, and special exercises or deployments.

38.3. Outstanding feats, including awards received for accomplishments relating to personnel and material preservation in the period the nomination covers.

38.4. Educational and publicity material developed for Air Force or MAJCOM, DRU, and FOA publications.

38.5. Safety program management as measured by mishap experience and assessments of the unit by a higher organizational element.

38.6. Organization has a positive indicator for the metrics reflected in the USAF Safety Strategic Plans.

38.7. Efforts by the organization to further the RM integration and sustainment.

39. Nomination Procedures. MAJCOMs, DRUs, and FOAs may submit one nomination. Include:

39.1. A concise description of specific achievements and how they were accomplished and contributed to safety.

39.2. A final citation IAW paragraph 2.2.3.3., see examples in Attachment 2 and

Section K—Air Force Chief of Safety Aircrew of Distinction Award

40. Purpose. This award recognizes at least two aircrew members up to an entire aircrew in averting or minimizing the seriousness of an aircraft emergency situation.

41. Eligibility. Aircrew or at least two individual members of an aircrew.

41.1. Aircrews or their individual members may not receive both this award and the Koren Kolligian, Jr., Trophy for the same event.

42. Selection Criteria. The Awards Board selects the aircrew or aircrew members that most successfully coped with an emergency situation.

42.1. The emergency must have occurred in the fiscal year award period.

42.2. The emergency must have resulted from any of these situations:

42.2.1. Mechanical difficulty while in-flight or on the ground.

42.2.2. A significant in-flight incident that could have resulted in serious injury, loss of life or the aircraft. This category may include serious cargo mishaps such as fuel spills or shifting loads.

42.2.3. Environmental factors beyond the aircrew's control.

42.2.4. Non-aircrew personnel errors in the air or on the ground.

42.3. Each aircrew member nominated must have contributed to resolution of the emergency.

42.4. Aircrews who prevented a potential mishap that was caused by their own misdeeds, lack of judgment or foolhardy or excessive risk-taking are ineligible.

43. Nomination Procedures.

43.1. Each MAJCOM, DRU, and FOA may make one aircrew nomination or nominate at least two individuals of an aircrew. An individual who has been involved in a mishap should not be submitted, unless the Air Force Chief of Safety has approved the MOFE and the individual was not identified as a causal factor. When a MOFE is not conducted, acceptance of the final message meets the criteria. Include:

43.1.1. The aircrew's or aircrew individuals' organization and the name, rank, duty assignment, date of the event, and type of aircraft.

43.1.2. A description detailed enough for the Awards Board to evaluate the emergency and what corrective action each aircrew member took.

43.1.3. A final citation IAW paragraph 2.2.3.3., see examples in Attachment 2 and Attachment 3.

Section L—Air Force Chief of Safety Aviation Maintenance Safety Award

44. Purpose. This award recognizes an individual or team who significantly contributed to aviation maintenance safety.

45. Eligibility. Air Force military and civilian personnel who, directly or indirectly, support aircraft sortie generation. Nominees must possess a record of violation-free performance through the quality assurance and/or organizational safety office.

46. Selection Criteria. The Awards Board considers:

46.1. Effective Maintenance Resource Management (MRM) concepts, applications and successes.

46.2. Incorporation of RM principles and techniques.

46.3. Credible technical order changes, hazard reports, product quality deficiency reports, or material improvements that contribute to aviation maintenance safety and/or safety of flight.

46.4. Development or improvement of a program, process or mechanism that significantly contributed to aviation maintenance safety and/or safety of flight.

47. Nomination Procedures. Each MAJCOM, DRU, and FOA may nominate one individual or team. An individual who has been involved in a mishap should not be submitted, unless the Air Force Chief of Safety has approved the MOFE and the individual was not identified as a causal factor. When a MOFE is not conducted, acceptance of the final message meets the criteria. Include:

- 47.1. Name, rank or grade, duty title, and organization.
- 47.2. If a team award, include name, rank or grade, duty title, and organization of all the individuals who comprised the team.
- 47.3. A description detailed enough for the awards board to evaluate impact of the individual or team's actions.
- 47.4. A final citation IAW paragraph 2.2.3.3., see examples in Attachment 2 and Attachment 3.

Section M—Air Force Chief of Safety Cyber Safety Award

48. Purpose. This award recognizes an individual or team that significantly contributed to cyber safety.

49. Eligibility. Air Force military and civilian personnel who, directly or indirectly, support cyber operations.

50. Selection Criteria. The Awards Board considers:

- 50.1. Effective Cyber Resource Management concepts, applications, and successes.
- 50.2. Incorporation of RM principles and techniques.
- 50.3. Developed or improved a program, process, or mechanism that significantly contributed to cyber safety and/or surety of a system.

51. Nomination Procedures. Each MAJCOM, DRU, and FOA may nominate one individual or team.

- 51.1. Name, rank or grade, duty title, and organization.
- 51.2. A description detailed enough for the Awards board to evaluate impact of the individual or team's actions.
- 51.3. Include a final citation IAW paragraph 2.2.3.3., see examples in Attachment 2 and Attachment 3.

Section N—Air Force Chief of Safety Space Safety Award

52. Purpose. This award recognizes an individual or team that has made significant contributions to space safety. Submission implies that the individual or team performed beyond normal expectations of proficiency and/or performance.

53. Eligibility. Air Force military and civilian personnel.

54. Selection Criteria. Nominations may be submitted for safety contributions through one or both of the following criteria in the planning, acquisition, operation, maintenance or monitoring of space systems:

54.1. Successfully coping with an emergency situation through direct contribution to problem resolution, minimization to the seriousness of the emergency situation or prevention of serious space mission degradation. Note: Individuals/teams that took actions during a mishap they caused are ineligible for consideration.

54.2. Outstanding achievements, contributions or leadership which enhanced space safety and reduced the likelihood of launch, on-orbit or spaceport mishaps, and/or serious space mission degradation.

55. Nomination Procedures. Each MAJCOM, DRU, and FOA may submit one individual or team nomination for contributions made during the award period. Include:

55.1. The name(s), rank(s), duty title(s), type of system and the mishap date, if applicable.

55.2. For mishaps, nominations should include the actions, results, and impacts with enough detail so the Awards Board can fully evaluate the contributions made by the individual/team.

55.3. For achievements, nominations should include a concise description of specific achievements that improved space safety.

55.4. A final citation IAW paragraph 2.2.3.3., see examples in Attachment 2 and Attachment 3.

Section O—Aero Club Safety Certificates

56. Purpose. Safety certificates promote aviation safety and award the Air Force Aero Clubs for flight safety achievements.

57. Eligibility. All Air Force Aero Clubs listed in the USAF Aero Club Directory that AFPC/SVP compiles and maintains are eligible.

57.1. Clubs that experienced a Class A or B mishap in the award year are usually ineligible. However, the MAJCOM, DRU, and FOA may nominate a club that had no control over a mishap (i.e., FOD from a transient field, a defective part from the supply system, etc.) and meets all other criteria, but must send a detailed justification with the nomination.

57.1.1. In the case of Class A or B bird strikes, if the club demonstrated reasonable care in the face of the bird threat, that club may still be nominated. In this case, send a detailed explanation with the nomination.

57.2. Consideration must be given to the Aero Club's incorporation of RM principles and techniques.

58. Nomination Procedures.

58.1. Aero Club safety officers, together with the wing or base safety officer, advise the MAJCOM, DRU, or FOA through command channels of a club's eligibility.

58.2. MAJCOMs, DRUs, and FOAs verify the data and satisfactory safety program management, and forward approved nominations.

58.3. A brief summary of the club's safety accomplishments will include:

58.3.1. Name of club.

58.3.2. Location of club and parent command.

58.3.3. Diversity of aircraft. List each type and model of aircraft the club flies.

58.3.4. Date of last Class A or B mishap.

58.3.5. A concise description of the club's flight safety achievements during the award period, including RM implementation and successes and higher headquarters inspections.

Section P—Aviation Safety Well Done Award

59. Purpose. This award recognizes personnel whose outstanding airmanship or support to aircrew prevented, or reduced the impact of, a serious flight mishap. In special cases, this award may be given to an individual(s) whose contribution significantly impacted the safety of the USAF aviation community.

60. Eligibility. Pilots, other aircrew members, and personnel who support flight operations directly, or indirectly (Colonel and below, enlisted personnel, and DAFC).

61. Selection Criteria. Examples of actions worthy of consideration:

61.1. Demonstrated skill or ingenuity that prevented or reduced loss of life, injury to personnel, or aircraft or other property damage.

62.1.1. The skill or ingenuity must be above that expected of personnel with like training and experience in a like situation.

62.2. Development and implementation of a special program or course that improves the effectiveness of aviation operations.

62.3. Development of an innovative aviation safety program or specific aviation mishap prevention activity that was adapted for use at wing level or higher.

62. Nomination Procedures. Any person, other than the nominee, who knows about an individual's action, may send a nomination to the MAJCOM, DRU, or FOA safety office. An Air Staff individual's nomination may be submitted to their appropriate Air Staff office. An individual who has been involved in a mishap should not be submitted, unless the Air Force Chief of Safety has approved the MOFE and the individual was not identified as a causal factor. When a MOFE is not conducted, acceptance of the final message meets the criteria. Include:

62.1. Nominee's name, rank, duty or job title, organization, type of aircraft, and date of event (if applicable to nomination).

62.2. Provide an unclassified description of the event that prompted the nomination IAW paragraph 2.2.3.2. If the nomination is for a specific incident, information must be provided that specifically and factually tells how serious the incident was and how nominee took action. If the nomination is for a particular contribution to aviation safety, provide enough information to detail the what, when, where, and how of the contribution.

62.3. If there are multiple nominations, information must be provided for each nominee stating what that particular individual did to prevent the mishap, or what significant safety contribution was made to the USAF aviation community.

62.4. A photograph showing the nominee or nominees clearly. It may be a photograph taken either beside the aircraft or in the work environment. Ensure imagery is cleared for public release by the local unit public affairs office before submitting.

62.5. The MAJCOM, DRU, or FOA safety office, and an Air Staff individual's appropriate Air Staff office, reviews and endorses the nomination before forwarding it to AFSEC/SEA.

62.6. AFSEC/SEA must receive nominations within six months after the event or after the action was accomplished.

62.7. A final citation IAW paragraph 2.2.3.3., see examples in Attachment 2 and Attachment 3.

Section Q—Ground/Weapons Safety Well Done Award

63. Purpose. This award recognizes non-safety personnel who make a significant contribution that affects overall mishap prevention activities toward ground/weapons safety.

64. Eligibility.

64.1. Officers (Colonel and below).

64.2. Enlisted personnel.

64.3. DAFC.

65. Selection Criteria. Examples of actions worthy of consideration:

65.1. Development and implementation of a special program or course that improves ground/weapons and/or air operational effectiveness.

65.2. Demonstrated skill or ingenuity that prevented or reduced loss of life, injury to personnel, or Air Force property damage.

65.3. Developed an innovative safety program or specific mishap prevention activity that was adapted for use at wing level or higher.

65.4. Provided a significant specific contribution to the resolution of an unusual or difficult safety hazard or working condition.

65.5. Any other significant specific contribution to ground/weapons safety.

66. Nomination Procedures. Any person, other than the nominee, who knows about an individual's specific contribution, may submit a nomination to the MAJCOM, DRU, or FOA safety office; an Air Staff individual's nomination may be submitted to their appropriate Air Staff office. An individual who has been involved in a mishap should not be submitted, unless the Air Force Chief of Safety has approved the MOFE and the individual was not identified as a causal factor. When a MOFE is not conducted, acceptance of the final message meets the criteria. Include:

66.1. Nominee's name, rank or grade, duty or job title, and organization.

66.2. Provide an unclassified description of the action that prompted the nomination IAW paragraph 2.2.3.2.

66.3. A photograph showing the nominee clearly. It may be a photograph taken in the work environment. Ensure imagery is cleared for public release by the local unit public affairs office before submitting.

66.4. The MAJCOM, DRU, or FOA safety office, and an Air Staff individual's appropriate Air Staff office, reviews and endorses the nomination before forwarding to AFSEC/SEA.

66.5. AFSEC/SEA must receive nomination within six months after the action was accomplished.

66.6. A final citation IAW paragraph 2.2.3.3. see examples in Attachment 2 and Attachment 3.

Section R—Air Force Safety Hall of Fame Award

67. Purpose. This award recognizes individuals who have made singularly unique contributions to safety in general and the USAF Mishap Prevention Program in particular. These contributions made over an extended period of time should result in enduring and significant improvements in safety. These achievements will demonstrably enhance the Air Force's mishap prevention program as sustained superior safety performance, both now and in the future. The performance and contributions of the nominee should be generally recognized by his or her peers as being of unequalled excellence. As a consequence of these standards, this award is infrequently conferred.

68. Eligibility. This award is intended for Air Force military or civilian personnel.

69. Selection Criteria. The Awards Board considers:

69.1. MAJCOM, DRU, and FOA nominations.

69.2. Persons whose contributions to Air Force safety and mishap prevention are of an unprecedented and enduring significance. NOTE: The Awards Board expeditiously reviews the nominations on an ad hoc, case-by-case basis.

70. Nomination Procedures and Presentation. The nomination package will consist of:

70.1. A cover letter to the Air Force Chief of Safety nominating the individual, with rank or grade, title, and organization.

70.2. Justification must be clear and concise, with sufficient information to explain the nature and results of the individual's achievements. The achievements must have significantly improved Air Force safety by reducing mishaps, improved safety policies, guidance or procedures. The justification must also demonstrate that the individual's initiative(s) or process improvements accomplished were above and beyond the scope of his or her normal position duties.

70.3. Submit nominations IAW paragraph 2.2.3.2. Include a current 5 x 7-inch professional (service dress/business suit) color photograph of the nominee (use American Flag as backdrop). This photograph will be used for display should the nomination be approved. Ensure imagery is cleared for public release by the local unit public affairs office before submitting.

70.4. Presentation. The nominating official will be notified of the results. An appropriate award commemorating the individual's induction will be sent to the nominating official for presentation. The inductee's name will be inscribed into a permanent register on display at the Air Force Safety Center.

Section S—On-the-Spot Recognition and Appreciation Awards

71. Purpose. The Air Force Chief of Safety/Safety Center Commander and the Air Force Safety Center Executive Director may purchase organizational coins with appropriated funds. This program is intended to provide the Air Force Chief of Safety/Commander and the Executive Director with an official but informal means to show special recognition of, and appreciation for, a job well done.

72. Eligibility. These coins may be presented to military and appropriated funded civilian personnel who, by their dedicated individual or team effort, have contributed to the effectiveness and efficiency of the Air Force and Air Force Safety.

73. Recognition. Coins can be utilized as a substitute for a plaque or recognition item, but cannot be used with another appropriated fund purchased recognition item. This program will comply with AFI 36-2805 particularly paragraphs 1.4. and 1.7. and AFI 65-601, Volume 1, *Budget Guidance and Procedures*.

74. Organizational Coins.

74.1. May be used for on-the-spot recognition of personal efforts associated with an actual achievement to improve a particular program, function, or mission.

74.2. May be presented to military members reenlisting.

74.3. Must be stored and accounted for separately from coins purchased with any other funds.

74.4. May be awarded to civilian employees and should be annotated in the employee's personnel folder.

74.5. Are not intended to be used for mementos, commemorative or personal gifts, morale building, or to recognize permanent change of station, retirements, and similar occasions. Note: These limitations do not apply if coins are donated by a private organization or purchased by the Commander or Executive Director with his or her personal funds.

74.6. Cannot be used as tokens of appreciation for government officials, foreign officials, or non-federal personnel in recognition of general support or improved community relations. (These limitations do not apply if coins are donated by a private organization or purchased by the Commander or the Executive Director with his or her personal funds.) Note: Coins for such officials, unless DOD contractors, may be purchased with official representation funds for situations covered by AFI 65-603, *Official Representation Funds-Guidance*.

74.7. Will not be awarded to contractor personnel under any type of funding (see AFI 36-1004, *The Air Force Civilian Recognition Program*, paragraph 2.8.5.1.)

Section T—National Safety Council (NSC) Awards

75. Purpose. Three plaques and an engraved letter from the President of the NSC recognize mishap reduction in ground safety. Air Force organizations below MAJCOM, DRU, and FOA level that significantly reduce ground mishaps may be considered for: Award of Honor; Award of Merit; Award of Commendation, and President's Award Letter.

76. Please contact the NSC at customerservice@nsc.org for more information.

77. The SICOFAA Flight Safety Award promotes safety in the Western Hemisphere Air Forces by recognizing worldwide flight safety accomplishments of its military organizations. The winner of the Major General Benjamin D. Foulois Memorial Award will be the Air Force nominee for the SICOFAA Flight Safety Award. See Section C for guidance on the Major General Benjamin D. Foulois Memorial Award.

Section U (Added-AETC)—Annual Unit Safety Awards

77. (Added-AETC) To Promote Safety (TOPS) Trophy:

77.1. **(Added-AETC) Purpose.** This award promotes safety awareness over the entire spectrum of AETC operations by recognizing the organization having the most effective overall mishap prevention program.

77.2. **(Added-AETC) Eligibility.** All AETC wings (or equivalents) are eligible.

77.3. **(Added-AETC) Selection Criteria.** The Awards Board considers:

77.3.1. **(Added-AETC)** Combined effectiveness of the overall safety program.

77.3.2. **(Added-AETC)** Mission and operational tasks.

77.3.3. **(Added-AETC)** HQ AETC and NAF staff assistance visits/inspections.

77.3.4. **(Added-AETC)** Mishap investigation, reporting, and analysis.

77.3.5. **(Added-AETC)** Noteworthy achievements in mishap prevention in all functional areas.

77.4. **(Added-AETC) Nomination Procedures.** Units may submit one nomination. Include an unclassified, concise citation in paragraph format (10-13 lines) and an AF Form 1206, *Nomination for Award*, in bullet format (20 lines).

77.5. **(Added-AETC) Air Force Level Award Equivalent.** Annual recipient will compete to be the AETC nominee for the Air Force Chief of Safety Special Achievement Award.

78. (Added-AETC) Lahm Trophy:

78.1. **(Added-AETC) Purpose.** Awarded to the wing with the top flight safety program.

78.2. **(Added-AETC) Eligibility.** All AETC wings.

78.3. **(Added-AETC) Selection Criteria.** The Awards Board considers:

78.3.1. **(Added-AETC)** A brief summary of the unit's flight safety accomplishments to include: flight mishap data, bird strike hazard, midair collision avoidance, mishap prevention program initiatives, improvements/innovations and higher headquarter inspection results.

78.3.2. **(Added-AETC)** Unusual hazards or environmental working conditions of the unit.

78.3.3. **(Added-AETC)** Outstanding accomplishments by the unit including awards related to flight safety in the award year.

78.3.4. **(Added-AETC)** Submission of technical order changes, hazard reports, material deficiency reports, safety magazine articles, or the development of safety education and publicity material.

78.3.5. **(Added-AETC)** Contributions to flight safety through material improvements, research, development, or test programs.

78.3.6. **(Added-AETC)** Safety program management as determined by higher headquarters inspections and management innovations.

78.3.7. **(Added-AETC)** Operational readiness.

78.3.8. **(Added-AETC)** Special exercises or deployments.

78.4. **(Added-AETC)** Nomination Procedures. Units may submit one nomination. Include an unclassified, concise citation in paragraph format (10-13 lines) and an AF Form 1206, *Nomination for Award*, in bullet format (20 lines).

78.4.1. **(Added-AETC)** Air Force-Level Award Equivalent. None.

79. (Added-AETC) AETC Ground Safety Excellence Award:

79.1. **(Added-AETC)** Purpose. Awarded to the wing having the most effective ground safety program.

79.2. **(Added-AETC)** Eligibility. All AETC wings.

79.3. **(Added-AETC)** Selection Criteria. The Awards Board considers:

79.3.1. **(Added-AETC)** Brief summary of ground safety accomplishments.

79.3.2. **(Added-AETC)** Workplace initiatives that were effective in reducing losses.

79.3.3. **(Added-AETC)** Submission/development of publicity material and safety education programs.

79.4. **(Added-AETC)** Nomination Procedures. Units may submit one nomination. Include an unclassified, concise citation in paragraph format (10-13 lines) and an AF Form 1206, *Nomination for Award*, in bullet format (20 lines).

79.5. **(Added-AETC)** Air Force-Level Award Equivalent. Annual recipient will compete to be the AETC nomination for the Air Force Chief of Safety Outstanding Achievement Award for Ground Safety.

80. (Added-AETC) AETC Weapons Safety Excellence Award:

80.1. **(Added-AETC)** Purpose. Awarded to the wing having the most effective weapons safety mishap prevention program (to include mishap prevention, program management, site planning and quantity distance mitigation of violations).

80.2. **(Added-AETC)** Eligibility: All AETC Wings.

80.3. **(Added-AETC)** Selection Criteria. The Awards Board considers:

80.3.1. **(Added-AETC)** Complexity of mission to include unit participation in and hosting of deployments and exercises.

80.3.2. **(Added-AETC)** Unusual hazards, working conditions, and measures taken to perform the mission safely.

80.3.3. **(Added-AETC)** Mishap rates to include number, type, and severity of weapons mishaps.

80.3.4. **(Added-AETC)** Significant contributions and overall management of the explosives site planning process.

80.3.5. **(Added-AETC)** Contributions to weapons safety through submission of technical order changes, materiel deficiency reports, and suggestions.

80.3.6. **(Added-AETC)** Effectiveness of safety education, publicity, and unit awards program.

80.3.7. **(Added-AETC)** Other noteworthy achievements that enhanced the safety posture of the unit.

80.4. **(Added-AETC)** Nomination Procedures. Units may submit one nomination. Include an unclassified, concise citation in paragraph format (10-13 lines) and bullet format (20 lines) using AF Form 1206, *Nomination for Award*.

80.5. **(Added-AETC)** Air Force-Level Award Equivalent. The Air Force Chief of Safety Outstanding Achievement Award for Weapons Safety.

81. (Added-AETC) AETC Director of Safety Aircrew of Distinction Award:

81.1. **(Added-AETC)** Purpose. This award recognizes at least two aircrew members up to an entire aircrew in averting or minimizing the seriousness of an aircraft emergency situation.

81.2. **(Added-AETC)** Eligibility. All AETC wing aircrews or at least two individual members of an aircrew.

81.3. **(Added-AETC)** Selection Criteria. The Awards Board selects the aircrew or aircrew members that most successfully handled an emergency situation.

81.3.1. **(Added-AETC)** The emergency must have resulted from any of these situations:

81.3.1.1. **(Added-AETC)** Mechanical difficulty while in flight or on the ground.

81.3.1.2. **(Added-AETC)** A significant in-flight incident that could have resulted in serious injury, loss of life, or the aircraft. This category may include serious cargo mishaps such as fuel spills or shifting loads.

81.3.1.3. **(Added-AETC)** Environmental factors beyond the aircrew's control.

81.3.1.4. **(Added-AETC)** Non-aircrew personnel errors in the air or on the ground.

81.3.2. **(Added-AETC)** Each aircrew member nominated must have contributed to resolution of the emergency.

81.3.3. **(Added-AETC)** Aircrews who prevented a potential mishap that was caused by their own misdeeds, lack of judgment, or foolhardy or excessive risk-taking are ineligible.

81.4. **(Added-AETC)** Nomination Procedures. Units may submit one aircrew nomination or at least two individuals of an aircrew. If time permits, units should first consider submitting for the AETC Aviation Safety Well Done Award. Recipients of the AETC Aviation Safety Well Done Award are automatically considered for this annual award. Include:

81.4.1. **(Added-AETC)** The aircrew's or aircrew individuals' organization and the name, grade, duty assignment, duty Air Force Specialty Code (DAFSC), date of the event, and type of aircraft.

81.4.2. **(Added-AETC)** An unclassified, concise citation in paragraph format (10-13 lines) and an AF Form 1206, *Nomination for Award*, in bullet format (20 lines). Use enough detail for the Awards Board to evaluate the emergency and what corrective action each aircrew member took.

81.5. **(Added-AETC)** Air Force-Level Award Equivalent. Annual recipient will be the AETC nominee for the Air Force Chief of Safety Aircrew of Distinction Award.

Section V (Added)—Annual Individual Safety Awards

82. (Added-AETC) AETC Director of Safety Outstanding Airmanship Award:

82.1. **(Added-AETC)** Purpose. This award recognizes outstanding airmanship by a single aircrew member. The crewmember must show extraordinary skill, alertness, ingenuity, or proficiency in averting or minimizing the seriousness of a flight mishap.

82.2. **(Added-AETC)** Eligibility. AETC wing aircrew personnel.

82.3. **(Added-AETC)** Selection Criteria. The Awards Board selects the aircrew member who most successfully coped with an in-flight emergency.

82.3.1. **(Added-AETC)** The emergency must have occurred in the award fiscal year.

82.3.2. **(Added-AETC)** Members who prevented a potential mishap caused by their own misdeeds, lack of judgment, or foolhardy or excessive risk-taking are ineligible.

82.4. **(Added-AETC)** Nomination Procedures. Units may submit only a single individual (i.e., no crew submissions) even if more than one member handled an emergency. If time permits, units should first consider submitting for the AETC Aviation Safety Well Done Award. Include:

82.4.1. **(Added-AETC)** The nominee's name, grade, organization, duty assignment, DAFSC, date of the event, and type of aircraft.

82.4.2. **(Added-AETC)** An unclassified, concise citation in paragraph format (10-13 lines) and an AF Form 1206, *Nomination for Award*, in bullet format (20 lines). Use enough detail for the Awards Board to evaluate accurately the incident's seriousness and how much corrective action the nominee took.

82.5. **(Added-AETC)** Air Force-Level Equivalent. Annual recipient will be the AETC nominee for the Koren Kolligian, Jr., Trophy.

83. (Added-AETC) AETC Flight Safety Officer of the Year:

83.1. **(Added-AETC)** Purpose. This award recognizes an individual for significant contributions to an established unit, intermediate headquarters, AETC, or USAF flight safety program during the fiscal year.

83.2. **(Added-AETC)** Eligibility: AETC MAJCOM, NAF, wing, group, and squadron flight safety officers who occupy a safety position number and/or have a safety prefix DAFSC.

83.3. **(Added-AETC)** Selection Criteria. Examples for consideration include:

83.3.1. **(Added-AETC)** Developing or implementing outstanding policies, programs, or procedures that:

83.3.1.1. **(Added-AETC)** Reduce the possibility of flight mishaps.

83.3.1.2. **(Added-AETC)** Improve operational effectiveness.

83.3.2. **(Added-AETC)** Outstanding performance of safety duties involving:

83.3.2.1. **(Added-AETC)** Inspections.

83.3.2.2. **(Added-AETC)** Education and training.

83.3.2.3. **(Added-AETC)** Incorporation of RM principles and techniques.

83.3.2.4. **(Added-AETC)** Mishap investigations, reports, and analysis.

83.3.2.5. **(Added-AETC)** Implementation and enforcement of accepted safety practices.

83.4. **(Added-AETC)** Nomination Procedures. Units may submit one nomination. Include an unclassified, concise citation in paragraph format (10-13 lines) and an AF Form 1206, *Nomination for Award*, in bullet format (20 lines).

83.5. **(Added-AETC)** Air Force-Level Award Equivalent. Annual recipient will compete to be the AETC nomination for the Air Force Chief of Safety Special Achievement Award.

84. (Added-AETC) AETC Flight Safety Noncommissioned Officer (NCO) of the Year Award:

84.1. **(Added-AETC)** Purpose. This award recognizes an individual for significant contributions to an established unit, intermediate headquarters, AETC, or USAF flight safety program during the fiscal year.

84.2. **(Added-AETC)** Eligibility. AETC MAJCOM, NAF, wing, group, and squadron flight safety noncommissioned officers.

84.3. **(Added-AETC)** Selection Criteria. Examples for consideration include:

84.3.1. **(Added-AETC)** Developing or implementing outstanding policies, programs, or procedures that:

84.3.1.1. **(Added-AETC)** Reduce the possibility of flight mishaps.

84.3.1.2. **(Added-AETC)** Improve operational effectiveness.

84.3.2. **(Added-AETC)** Outstanding performance of safety duties involving:

84.3.2.1. **(Added-AETC)** Inspections.

84.3.2.2. **(Added-AETC)** Education and training.

84.3.2.3. **(Added-AETC)** Incorporation of RM principles and techniques.

84.3.2.4. **(Added-AETC)** Mishap investigations, reports, and analysis.

84.3.2.5. **(Added-AETC)** Implementation and enforcement of accepted safety practices.

84.4. **(Added-AETC)** Nomination Procedures. Units may submit one nomination. Include an unclassified, concise citation in paragraph format (10-13 lines) and an AF Form 1206, *Nomination for Award*, in bullet format (20 lines).

84.5. **(Added-AETC)** Air Force-Level Award Equivalent. Annual recipient will compete to be the AETC nominee for the Air Force Chief of Safety Special Achievement Award.

85. (Added-AETC) AETC Aviation Maintenance Safety Award:

85.1. **(Added-AETC)** Purpose. This award recognizes an individual or team who significantly contributed to aviation maintenance safety.

85.2. **(Added-AETC)** Eligibility. Air Force military and civilian personnel who, directly or indirectly, support aircraft sortie generation. Nominees must possess a record of violation-free performance through the quality assurance and/or organizational safety office.

85.3. **(Added-AETC)** Selection Criteria. The Awards Board considers:

85.3.1. **(Added-AETC)** Effective Maintenance Resource Management (MRM) concepts, applications and successes.

85.3.2. **(Added-AETC)** Development of programs or concepts that significantly improve Air Force safety programs.

85.3.3. **(Added-AETC)** Exceptional achievements that have enhanced mission completion or prevented injury to personnel or loss of aircraft.

85.3.4. **(Added-AETC)** Incorporation of RM principles and techniques.

85.3.5. **(Added-AETC)** Noteworthy achievements in mishap prevention.

85.4. **(Added-AETC)** Nomination Procedures. Units may submit one nomination. Provide a brief, concise citation in paragraph format (10-13 lines) and an AF Form 1206, *Nomination for Award*, in bullet format (20 lines).

85.5. **(Added-AETC)** Air Force-Level Award Equivalent. Annual recipients will compete to be the AETC nominee for the Air Force Chief of Safety Special Achievement Award.

86. (Added-AETC) AETC Weapons Safety Manager of the Year Award:

86.1. **(Added-AETC)** Purpose. This award recognizes an individual for significant contributions to an established unit, intermediate headquarters, AETC, or Air Force weapons safety program during the fiscal year.

86.2. **(Added-AETC)** Eligibility. AETC, NAF, wing, group, and squadron weapons safety professionals.

86.3. **(Added-AETC)** Selection Criteria. Examples for consideration include:

86.3.1. **(Added-AETC)** Developing or implementing outstanding policies, programs, or procedures that:

86.3.1.1. **(Added-AETC)** Reduce the possibility of explosive mishaps.

86.3.1.2. **(Added-AETC)** Improve operational effectiveness.

86.3.2. **(Added-AETC)** Outstanding performance of safety duties involving:

86.3.2.1. **(Added-AETC)** Inspections.

86.3.2.2. **(Added-AETC)** Education and training.

86.3.2.3. **(Added-AETC)** Incorporation of RM principles and techniques.

86.3.2.4. **(Added-AETC)** Mishap investigations, reports, and analysis.

86.3.2.5. **(Added-AETC)** Implementation and enforcement of accepted safety practices.

86.4. **(Added-AETC)** Nomination Procedures. Units may submit one nomination for the appropriate category. Include an unclassified, concise citation in paragraph format (10-13 lines) and an AF Form 1206, *Nomination for Award*, in bullet format (20 lines).

86.5. **(Added-AETC)** Air Force-Level Award Equivalent. Annual recipient will compete to be the AETC nominee for the Air Force Chief of Safety Special Achievement Award and the Air Force Chief of Safety Outstanding Achievement Award for Weapons Safety.

87. (Added-AETC) AETC Ground Safety Manager of the Year Award:

87.1. **(Added-AETC)** Purpose. This award recognizes individuals in the safety career field for outstanding contributions to AETC and/or Air Force safety programs. Considerations include duty performance; innovations that reduced mishaps, increased program effectiveness, or enhanced the career field; and Incorporation of RM principles and techniques, etc.

87.2. **(Added-AETC)** Eligibility. AETC, NAF, and wing ground safety managers.

87.3. **(Added-AETC)** Selection Criteria. Examples for consideration include:

87.3.1. **(Added-AETC)** Duty performance.

87.3.2. **(Added-AETC)** Innovations that reduce mishaps.

87.3.3. **(Added-AETC)** Increased program effectiveness.

87.3.4. **(Added-AETC)** Career field enhancement.

87.3.5. **(Added-AETC)** Incorporation of RM principles and techniques.

87.3.6. **(Added-AETC)** Quality of mishap investigations, reports, and analyses.

87.3.7. **(Added-AETC)** Noteworthy achievements in mishap prevention in all applicable functional areas.

87.3.8. **(Added-AETC)** Mishap experience and improvement. **Note:** A record of mishap prevention spanning 2 or more years merits extra consideration.

87.4. **(Added-AETC)** Nomination Procedures. Units may submit one nomination. Include an unclassified, concise citation in paragraph format (10-13 lines) and an AF Form 1206, *Nomination for Award*, in bullet format (20 lines).

87.5. **(Added-AETC)** Air Force-Level Award Equivalent. Annual recipient will compete to be the AETC nominee for the Air Force Chief of Safety Special Achievement Award and the Safety Career Professional of the Year Award.

88. (Added-AETC) AETC Ground Safety Technician of the Year Award:

88.1. **(Added-AETC)** Purpose. This award recognizes a member in the ground safety career field who has demonstrated exceptional performance. This award is based on job knowledge, job performance, initiative, and ability to work with others, to include career-broadening experiences.

88.2. **(Added-AETC)** Eligibility. AETC, NAF, and wing ground safety technicians (Occupational Series GS-0018 and AFSC 1S0X1).

88.3. **(Added-AETC)** Selection Criteria. The Awards Board considers:

88.3.1. **(Added-AETC)** Duty performance.

88.3.2. **(Added-AETC)** Innovations that reduce mishaps.

88.3.3. **(Added-AETC)** Increased program effectiveness.

88.3.4. **(Added-AETC)** Career field enhancement.

88.3.5. **(Added-AETC)** Incorporation of RM principles and techniques.

88.3.6. **(Added-AETC)** Quality of mishap investigations, reports, and analyses.

88.3.7. **(Added-AETC)** Noteworthy achievements in mishap prevention in all applicable functional areas.

88.3.8. **(Added-AETC)** Mishap experience and improvement. **Note:** A record of mishap prevention spanning 2 or more years merits extra consideration.

88.4. **(Added-AETC)** Nomination Procedures. Units may submit one nomination. Include an unclassified, concise citation in paragraph format (10-13 lines) and an AF Form 1206, *Nomination for Award*, in bullet format (20 lines).

88.5. **(Added-AETC)** Air Force-Level Award Equivalent: Annual recipient will compete to be the AETC nominee for the Air Force Chief of Safety Special Achievement Award and the Safety Career Professional of the Year Award.

89. (Added-AETC) AETC Ground Unit Safety Representative of the Year Award:

89.1. **(Added-AETC)** Purpose. This award recognizes an individual for significant contributions to an established unit, intermediate headquarters, AETC, or Air Force ground safety program during the fiscal year.

89.2. **(Added-AETC)** Eligibility. AETC, NAF, wing, group, and squadron ground unit safety representatives.

89.3. **(Added-AETC)** Selection Criteria. The Awards Board considers:

89.3.1. **(Added-AETC)** Duty performance.

89.3.2. **(Added-AETC)** Innovations that reduce mishaps.

89.3.3. **(Added-AETC)** Combined effectiveness of safety programs.

89.3.4. **(Added-AETC)** Safety program management, direction, administration, and innovation.

89.3.5. **(Added-AETC)** Efforts to further RM implementation and integration.

89.3.6. **(Added-AETC)** Mission and operational tasks the command's organizations perform in the award period. Include unusual hazards, environmental and occupational working conditions, and special exercises or deployments.

89.3.7. **(Added-AETC)** Noteworthy achievements in mishap prevention in all applicable functional areas.

89.3.8. **(Added-AETC)** Mishap experience and improvement. Note: A record of mishap prevention spanning two or more years merits extra consideration.

89.4. **(Added-AETC)** Nomination Procedures. Units may submit one nomination. Include an unclassified, concise citation in paragraph format (10-13 lines) and an AF Form 1206, *Nomination for Award*, in bullet format (20 lines).

89.5. **(Added-AETC)** Air Force-Level Award Equivalent: Annual recipient will compete to be the AETC nominee for the Air Force Chief of Safety Special Achievement Award.

Section W—(Added) Event-Driven Safety Awards

90. (Added-AETC) AETC Aviation Safety Well Done Award:

90.1. **(Added-AETC)** Purpose. This award recognizes personnel whose outstanding airmanship or support to aircrew prevented or reduced the impact of a serious flight mishap. In special cases, this award may be given to individual(s) whose contribution significantly impacted the safety of the AETC aviation community.

90.2. **(Added-AETC)** Eligibility. AETC MAJCOM, NAF, wing, group, and squadron aircrew members and personnel who support flight operations directly or indirectly (colonel and below, enlisted personnel, and DAF civilians).

90.3. **(Added-AETC)** Selection Criteria. The Awards Board considers:

90.3.1. **(Added-AETC)** Demonstrated skill or ingenuity that prevented or reduced loss of life, injury to personnel, or aircraft (or other property) damage.

90.3.2. **(Added-AETC)** The skill or ingenuity must be above that expected of personnel with like training and experience in a like situation.

90.3.3. **(Added-AETC)** Error or neglect disqualifies the nominee; even though the nominee's later actions satisfy other criteria.

90.3.4. **(Added-AETC)** Development and implementation of a special program or course that improves the effectiveness of aviation operations.

90.3.5. **(Added-AETC)** Development of an innovative aviation safety program or specific aviation mishap prevention activity that was adapted for use at wing level or higher.

90.4. **(Added-AETC)** Nomination Procedures. Any person, other than the nominee, who knows about an individual's action, may send a nomination package to AETC Safety NLT 4 months after the event. Include:

90.4.1. **(Added-AETC)** Nominee's name, organization, grade, duty or job title, date of event, and type of aircraft (if applicable to nomination).

90.4.2. **(Added-AETC)** Provide a brief, unclassified description of the event that prompted the nomination. If the nomination is for a specific incident, information must be provided that specifically and factually tells how serious the incident was and how nominee took action. If the nomination is for a particular contribution to aviation safety, provide enough information to detail the what, when, where, and how of the contribution.

90.4.3. **(Added-AETC)** If submitting multiple nominations, provide information for each nominee stating what that particular individual did to prevent the mishap or what significant safety contribution was made to the AETC aviation community.

90.4.4. **(Added-AETC)** An unclassified concise citation in paragraph format (10-13 lines) and an AF Form 1206, *Nomination for Award*, in bullet format (20 lines). Avoid generalities, broad or vague terms, local acronyms, contractions, abbreviations, or restatement of normal duties.

90.4.5. **(Added-AETC)** Nominations must be received within four months after the event or after the action was accomplished. Nominations received after four months will render the nomination ineligible for consideration for the Air Force Aviation Well Done Award.

90.5. **(Added-AETC)** Air Force-Level Award Equivalent. If determined eligible, award recipient will be forwarded to compete for the Air Force Aviation Well Done Award.

91. (Added-AETC) AETC Ground Safety Well Done Award:

91.1. **(Added-AETC)** Purpose. This award recognizes non-safety personnel who make a significant contribution that affects overall mishap prevention activities toward ground safety.

91.2. **(Added-AETC)** Eligibility. AETC MAJCOM, NAF, wing, group, and squadron officers (colonel and below), enlisted personnel, and DAF civilians.

91.3. **(Added-AETC)** Selection Criteria. The Awards Board considers:

91.3.1. **(Added-AETC)** Development and implementation of a special program or course that improves ground and/or air operational effectiveness.

91.3.2. **(Added-AETC)** Demonstrated skill or ingenuity that prevented or reduced loss of life, injury to personnel, or Air Force property damage.

91.3.3. **(Added-AETC)** Development of an innovative safety program or specific mishap prevention activity that was adapted for use at wing level or higher.

91.3.4. **(Added-AETC)** A significant, specific contribution to the resolution of an unusual or difficult safety hazard or working condition.

91.3.5. **(Added-AETC)** Any other significant, specific contribution to ground safety.

91.4. **(Added-AETC)** Nomination Procedures. Any person, other than the nominee, who knows about an individual's action, may send a nomination package to AETC Safety NLT four months after the event. Include:

91.4.1. **(Added-AETC)** Nominee's name, organization, grade, and duty or job title.

91.4.2. **(Added-AETC)** An unclassified concise citation in paragraph format (10-13 lines) and an AF Form 1206, *Nomination for Award*, in bullet format (20 lines). Provide enough information to detail the what, when, where, and how of the action. Avoid generalities, broad or vague terms, local acronyms, abbreviations, or restatement of normal duties.

91.4.3. **(Added-AETC)** Nominations must be received within four months after the event or after the action was accomplished. Nominations received after four months will render the nomination ineligible for consideration for the Air Force Ground Safety Well Done Award.

91.5. **(Added-AETC)** Air Force-Level Award Equivalent. If determined eligible, award recipient will be forwarded to compete for the Air Force Ground Safety Well Done Award.

92. (Added-AETC) AETC Weapons Safety Well Done Award:

92.1. **(Added-AETC)** Purpose. This award recognizes safety and non-safety personnel who make a significant contribution that affects overall mishap prevention activities toward explosives safety.

92.2. **(Added-AETC)** Eligibility. AETC MAJCOM, NAF, wing, group, and squadron officers (colonel and below), enlisted personnel, and DAF civilians.

92.3. **(Added-AETC)** Selection Criteria. The Awards Board considers:

92.3.1. **(Added-AETC)** Development and implementation of a special program or course that improves weapons and/or air operational effectiveness.

92.3.2. **(Added-AETC)** Demonstrated skill or ingenuity that prevented or reduced loss of life, injury to personnel, or Air Force property damage.

92.3.3. **(Added-AETC)** Development of an innovative safety program or specific mishap prevention activity that was adapted for use at wing level or higher.

92.3.4. **(Added-AETC)** Provided a significant, specific contribution to the resolution of an unusual or difficult safety hazard or working condition.

92.3.5. **(Added-AETC)** Any other significant specific contribution to explosives safety.

92.4. **(Added-AETC)** Nomination Procedures. Any person, other than the nominee, who knows about an individual's action, may send a nomination package to AETC Safety NLT four months after the event. Include:

92.4.1. **(Added-AETC)** Nominee's name, organization, grade, and duty or job title.

92.4.2. **(Added-AETC)** An unclassified concise citation in paragraph format (10-13 lines) and an AF Form 1206, *Nomination for Award*, in bullet format (20 lines). Provide enough information to detail the what, when, where, and how of the action. Avoid generalities, broad or vague terms, local acronyms, abbreviations, or restatement of normal duties.

92.4.3. **(Added-AETC)** Nominations must be received within four months after the event or after the action was accomplished. Nominations received after four months will render the nomination ineligible for consideration for the Air Force Weapons Safety Well Done Award, which is due within six months of the event/action.

92.5. **(Added-AETC)** Air Force-Level Award Equivalent. If determined eligible, award recipient will be forwarded to compete for the Air Force Weapons Safety Well Done Award.

DARRELL D. JONES, Lt General, USAF
DCS, Manpower, Personnel and Service

(AETC)

JAMES L. FISHER, Colonel, USAF
Director of Safety

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD36-28, *Awards and Decorations Programs*, 1 August 1997
AFI24-101, *Passenger Movement*, 27 October 2004
AFI36-2805, *Special Trophies and Awards*, 29 June 2001
AFI36-1004, *The Air Force Civilian Recognition Program*, 3 December 2009
AFI65-601V1, *Budget Guidance and Procedures*, 3 March 2005
AFI65-603, *Official Representation Funds*, 24 August 2011
AFMAN33-363, *Management of Records*, 1 March 2008
HAF Mission Directive 1-24, *Manpower and Reserve Affairs*, 15 December 2008
HAF Mission Directive 1-32, *Manpower, Personnel and Services*, 1 July 2009

Adopted Forms

AF IMT 847, Recommendation for Change of Publication
AF FORM 1206, Nomination for Award

Abbreviations and Acronyms

AF—Air Force (as used on forms)
AF/A1—The Deputy Chief of Staff of the Air Force, Manpower, Personnel and Services
AFI—Air Force Instruction
AFDW—Air Force District of Washington
AFOTEC—Air Force Operational Test and Evaluation Center
AFRC—Air Force Reserve Command
ANG—Air National Guard
Awards Board—Air Force Safety Awards Board
DAF—Department of the Air Force
DAFC—Department of the Air Force Civilian DOD—Department of Defense
DRU—Direct Reporting Unit
FOA—Field Operating Agency FOD—Foreign Object Damage
GSU—Geographically Separated Unit
AFIA—Air Force Inspection Agency
AFSEC—Air Force Safety Center
AFSEC/SEA—Air Force Safety Center, Analyses & Integration Division

AFPC/SVP—Air Force Service Agency

AF/A3O—Current Operations

AF/A4L—Directorate of Logistics

AF/SE—Air Force Chief of Safety

MAJCOM—Major Command

MOFE—Memorandum of Final Evaluation

NSC—National Safety Council

RM—Risk Management

SAF/MR—Assistant Secretary of the Air Force for Manpower and Reserve Affairs

USAF—United States Air Force

USAFA—United States Air Force Academy

Attachment 2**CITATION FORMAT FOR SAFETY AWARDS****CITATION TO ACCOMPANY THE AWARD OF****THE AIR FORCE CHIEF OF SAFETY OUTSTANDING ACHIEVEMENT AWARD
FOR GROUND SAFETY****CATEGORY II****TO****2D SPECIAL OPERATIONS WING**

The Air Force Chief of Safety Outstanding Achievement Award for Ground Safety, Category II, for fiscal year 2011 is presented to the 2d Special Operations Wing, Hurlburt Field, Florida. During this period, the wing oversaw an amazing turn-around in off-duty fatalities, reducing the number from nine during the previous two years to zero in 2011. Their world-class safety education programs trained more than 2,500 base personnel in a myriad of supervisory, motorcycle, and traffic safety subjects. Relevant world-wide, safety personnel supported safety programs and investigations in five countries, including the only United States military ground safety expert during humanitarian relief operations in the earthquake-damaged country of Haiti. Absolute professionals, their multi-faceted awareness program resulted in wing personnel safely navigating the 101 Critical Days of Summer and every major holiday. The distinctive accomplishments of the men and women of the 2d Special Operations Wing reflect great credit upon themselves, Air Force Special Operations Command, and the United States Air Force.

NOTE: Print the citation in landscape format. Left and right margins must be 1 1/2 inches. Limit the citation to approximately 10 to 13 lines which properly describe the nominee's accomplishments or achievements.

Attachment 3**CITATION FORMAT FOR SAFETY AWARDS****CITATION TO ACCOMPANY THE AWARD OF
THE CHIEF OF SAFETY SPECIAL ACHIEVEMENT AWARD
TO
CAPTAIN JOHN J. DOE**

The Air Force Chief of Safety Special Achievement Award for fiscal year 2011 is presented to Captain John J. Doe, 23rd Air Refueling Wing, Travis Air Force Base, California. During this period, Captain Doe served as 23rd Air Refueling Wing, Chief of Flight Safety for 60 KC-135 aircraft, four flying squadrons, and over 400 aircrew members. Through superior program management, he led his office to garner an “Excellent” rating in the February 2011 Headquarters Air Mobility Command Unit Compliance Inspection. Additionally, Captain Doe further distinguished himself when he established a fully functioning group safety office, while serving as Chief of Safety for the 455th Air Expeditionary Group. While deployed, he facilitated the mishap-free multi-modal aerial delivery of 815 mine resistant ambush protected all terrain vehicles in support of Operation ENDURING FREEDOM. The safety awareness and risk management these accomplishments exhibit, reflect great credit upon Captain Doe, Air Mobility Command, and the United States Air Force.

NOTE: Print the citation in landscape format. Left and right margins must be 1 1/2 inches. Limit the citation to approximately 10 to 13 lines which properly describe the nominee's accomplishments or achievements.

Attachment 4

AWARDS BOARD FLOW PROCESS

A4.1. This attachment contains the process to select and approve the Annual Air Force Safety Awards.

Figure A4.1. Awards Board Flow Process.

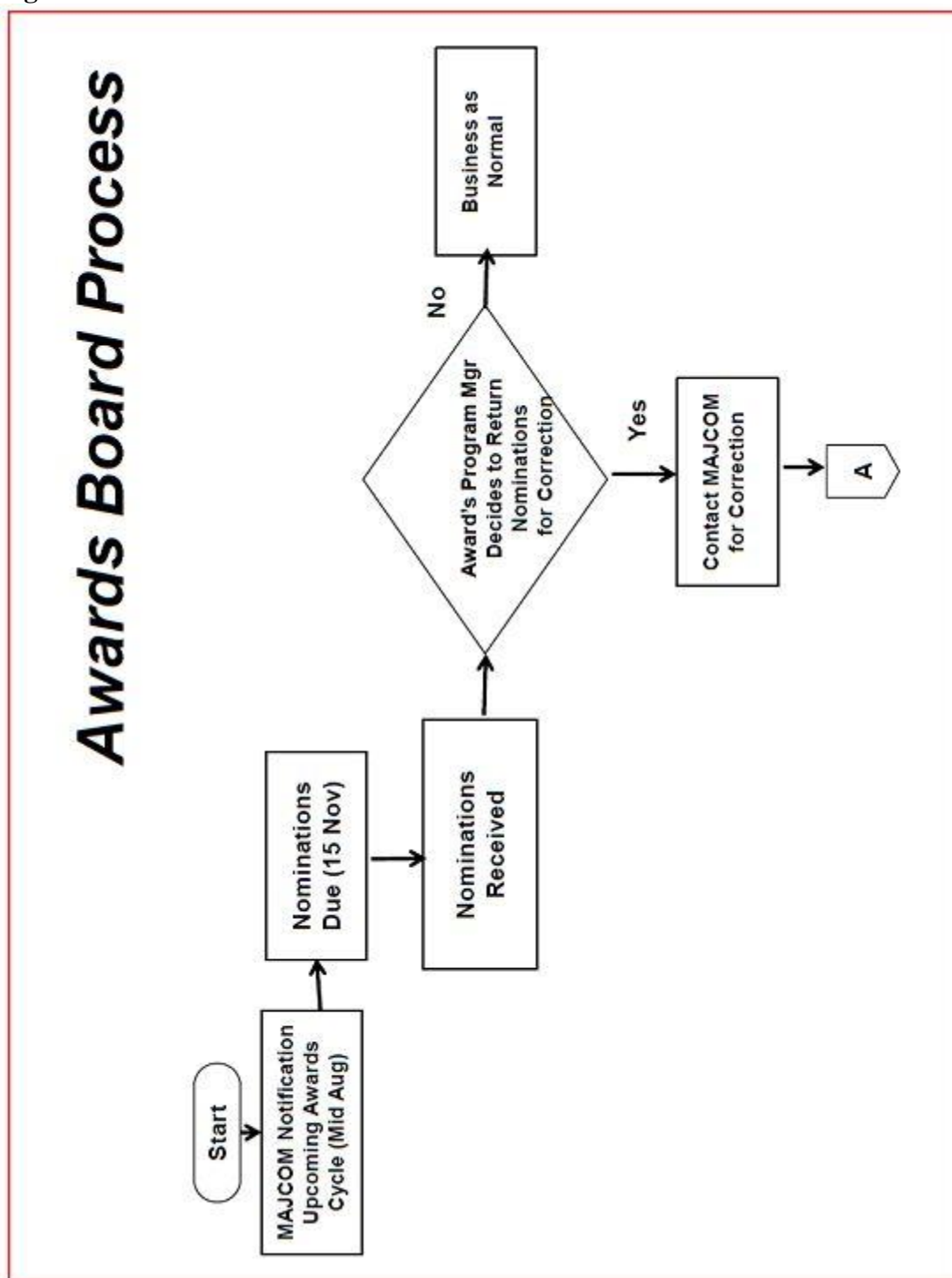


Figure A4.2. Awards Board Flow Process.

